



Englewood Community Development Corporation

Request for Qualifications • Tree Services

Englewood Community Development Corporation (ECDC), a non-profit community development corporation (CDC), is seeking qualifications from **tree service providers serving Indianapolis, Indiana**. Please visit <http://www.indyeast.org> or <http://www.engagewoodcdc.com> for the full text of this RFQ. Additional opportunity to seek clarification on specific requirements outlined in this RFQ, including information on scoring criteria, will be available during a pre-submission meeting to be held on **Thursday, January 21st, 2010 at 1:00pm** at Englewood Christian Church, 57 N. Rural Street. This informational meeting is designed primarily for respondents to the ECDC Residential General Contractor RFQ. Other contractors and subcontractors interested in learning more about overall project development and construction timeline are welcome to attend. This request is related to the Housing and Economic Recovery Act of 2008 (HERA) **Neighborhood Stabilization Program (NSP)** administered by the U.S. Department of Housing and Urban Development (HUD). More information is available at <http://www.hud.gov/offices/cpd/communitydevelopment/programs/neighborhoodspg/>.

Englewood CDC Background

Formed in 1996 as an outgrowth of Englewood Christian Church on the Near Eastside of Indianapolis, Englewood Community Development Corporation (ECDC) is a 501(c)(3) non-profit. ECDC's mission includes work in four areas: 1) housing, 2) neighborhood redevelopment, 3) job development, and 4) financial services. ECDC has helped facilitate the redevelopment of vacant homes and relocation of households into the Englewood Neighborhood. This has resulted in approximately 60 home rehabilitations and home repairs, close to 25 sales to new homeowners, 30 units of affordable rental housing and over \$2 million in development investment. Most importantly to us, our work is intended to foster a true community of care as we provide quality and affordable home ownership and rental opportunities for a wide array of valued neighbors.

Request For Qualifications

Indy-east Asset Development is seeking qualifications from licensed and insured tree removal and trimming companies ('Tree Companies') to complete select tree removal and trimming on properties owned by I•AD. Selected contractors will be part of a pool of tree removal and trimming companies who will have the opportunity to bid on specific projects as they arise. Respondents will provide services as requested by I•AD that may include, but are not limited to:

- Meet with I•AD staff and contract employees as required to review priorities and track progress;
- Conduct visual surveys to determine best course of action to maintain or improve the health, appearance, and/or safety of trees;
- Provide notification to all public utilities as required;
- Provide signage and/or traffic control as necessary;
- Adhere to proper safety procedures including all ANSI and other industry safety standards;
- Trim and/or prune trees;
- Remove trees completely;
- Remove stumps completely (1' below grade);
- Backfill holes to surrounding grade;
- Grade and seed all bare and disturbed soil and provide erosion control measures;
- Chip brush and wood waste and pile neatly on work sites;
- Clear work sites of all limbs and debris;



- Dispose of all waste legally;
- Assume responsibility for all damage to surrounding property, sidewalks, curbs, lawns, fences, or other improvements on the property, surrounding property, or public right-of-way;
- Comply with all federal, state, and City laws, ordinances, regulations and permitting requirements concerning tree trimming and removal activities;
- Provide before and after photo documentation of work sites;
- Produce written reports in Word and/or Excel format;
- Maintain complete and accurate records;
- Provide paper and electronic records to I•AD staff and contract employees as requested;
- Maintain confidentiality regarding all aspects of each transaction;
- Demonstrate overall capacity;
- Demonstrate overall attention to detail.

Evaluation & Selection Criteria

Indy-east Asset Development will evaluate and select Tree Companies using the following criteria:

- **Knowledge** of the proper care, trimming, and removal techniques to maintain or improve the health, appearance, and safety of trees.
- **Experience** surveying existing trees and providing recommendations and courses of action; trimming existing trees to maintain health, safety and appearance; removing existing trees and stumps; following all up-to-date safety practices in the trimming and removal of trees.
- **Capacity** to respond quickly to opportunities and service requests; work in a dynamic, fast-paced, team environment; maintain clear communication; convey paperwork and conduct transactions electronically (via fax, PDF, email, etc.); maintain scheduling flexibility.
- **Attention to Detail** relative to providing complete and accurate bids, thorough surveys, detailed recommendations, and accurate pricing; maintaining complete and accurate records in both paper and electronic form.
- **Fee Schedule** or hourly rate relative to specific services outlined in this RFQ.
- **Licensure & Credentials** including proof of current ISA Certified Arborist on your team; other recognized industry credentials or affiliations.
- **Insurance** including certification of current comprehensive general liability insurance, professional liability insurance, employer's liability insurance, property damage insurance, and worker's compensation insurance if applicable.
- **Minority Business Enterprise Participation**
HUD, the State of Indiana, the City of Indianapolis, Super Bowl Legacy Housing, Inc., and I•AD put a high priority on MBE/WBE/VBE (Minority/Woman/Veteran-Owned Business Enterprise) participation. State and City policies mandate that MBE/WBE/VBE entities shall have the maximum feasible opportunity to participate in the performance of contracts under federal



award programs, including NSP. In order to achieve significant MBE/WBE/VBE participation, I•AD is requesting that all respondents submit MBE/WBE/VBE participation plans that include:

- Strategy to insure that MBE/WBE/VBE subcontractors are made aware of contracting opportunities;
- List of potential MBE/WBE/VBE subcontractors based on typical projects and/or services outlined in this RFQ;
- Potential subcontract percentages that may be awarded to MBE/WBE/VBE subcontractors based on typical projects and/or services outlined in this RFQ;
- Strategy to meet the following MBE/WBE/VBE participation goals as required:
 - 15% MBE (City)
 - 8% WBE (City)
 - 3% VBE (City)
 - 10% aggregate MBE and/or WBE (State)

Please note that MBE/WBE/VBE certified contractors, including those that plan to self-perform services outlined in this RFQ, must also submit MBE/WBE/VBE participation plans and meet MBE/WBE/VBE participation goals. Respondents are encouraged to contact the City of Indianapolis Department of Minority & Woman Business Development (<http://www.indy.gov/eGov/City/DMWBD/MBE-WBE-VBE/Pages/Home.aspx>, DMWBD@indy.gov, (317) 327-5262) and the State of Indiana Department of Administration Minority and Women's Business Enterprises Division (<http://www.in.gov/idoa/2352.htm> mwbe@idoa.in.gov, (317) 232-3061) to learn more about specific minority business enterprise participation policies and requirements.

- **Section 3 Participation**

I•AD is also requesting that all respondents submit HUD Section 3 (Economic Opportunities for Low- and Very-Low Income Persons) participation plans. Section 3 acknowledges that the expenditure of HUD funds typically results in new jobs, contracts, and other economic opportunities and mandates that low- and very-low income persons residing in the community in which the funds are spent, including businesses that substantially employ them, shall receive priority consideration. Respondents are encouraged to contact the City of Indianapolis Department of Metropolitan Development, Division of Community Development (<http://www.indy.gov/eGov/City/DMD/Community/Pages/home.aspx>, dbatts@indygov.org, (317) 327-5817) and the State of Indiana Housing and Community Development Authority (<http://www.in.gov/ihcda/3118.htm>, phunt@ihcda.in.gov, (317) 522-7298) to learn more about specific Section 3 participation policies and requirements.

Submission Requirements

All submissions must address each of the specific evaluation and selection criteria outlined above, arranged in the following format:

- **Knowledge**, including credentials of specific team members who will be performing services outlined in this RFQ.
- **Experience**, including the number of years the company has been in existence.



Englewood Community Development Corporation

Request for Qualifications • Tree Services

- **Capacity**, including a description of your current client base, workload, and team makeup relative to your plan for taking on this additional, fast-paced, dynamic work.
- **Fee Schedule**
- **Licensure & Credentials**
- **Insurance**, including certification of the types and amounts of all insurance coverage currently in effect.
- **References** from no less than three recent (within the last 6 months) clients, including contact information, for which you have provided tree survey, trimming and removal services.
- **Minority Business Enterprise Participation Plan**, including current City or State MBE/WBE/VBE certification if applicable.
- **Section 3 Participation Plan**

Submission Due Date

All submissions must be received by **5:00pm** on **Friday**, January **22nd**, 2010.

Late submissions will not be accepted.

Paper submissions may be mailed to:
Englewood community Development Corporation
57 North Rural Street
Indianapolis, IN 46201

Electronic submissions may be emailed to:
davidprice@englewoodcc.com

Additional opportunity to seek clarification on specific requirements outlined in this RFQ, including information on scoring criteria, will be available during a pre-submission meeting to be held on **Thursday**, January 21st, 2010 at **1:00pm** at Englewood Christian Church, 57 North Rural Street. Subcontractors interested in learning more about overall project development and construction timeline are welcome to attend.

Based on the suitability of responses received by the submission due date, ECDC reserves the right, at its sole discretion, to accept or reject all submissions and reissue this RFQ at a future date to be determined.